

CONFIDENTIAL

DD/S 66-5314

*Credit Union -
Employee accounts -*

7 October 1966

*has special**security service**By Joa. Smith**Rader**Agency extension
only - no safe
no KY-3 - Take
out the DOD extension
has an NMC memo -*

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Administrative Briefing of Admiral Rufus L. Taylor

1. The following arrangements have been made for the administrative briefing of Admiral Rufus L. Taylor on Monday, 10 October 1966, following the Executive Committee meeting:

Mr. Houston

Delegation of authority and explanation of the Director's special authority

Mr. Echols

Pay, insurance, leave, employee activities program. Response to questions about CIA's personnel system

Mr. Osborn

Explanation of various types of clearances and special security arrangements for Admiral Taylor's convenience

Dr. Tietjen *had Hankant -
nary Dispersary*

Explanation of medical services available

Mr. Bannerman

Assignment of official automobile and driver

Explanation of representational arrangements

Tour of building

2. The administration of the Oath of Office to Admiral Taylor will be arranged after the President signs the commission, hopefully sometime on Monday or Tuesday.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

MORI/CDF Page 1

cc: ExDir-Compt

CONFIDENTIAL

GROUP 1
Excluded from automatic
downgrading and
declassification

Secur - Legal Dist
of Wash.

STAT



- DCI ADMIN OFFICER

Signature
Rufus Taylor
Official Signature

- Adm: Taylor.

[redacted] - bhauffen -

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[redacted] to fill in

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Phone list - line off
switchboard.

No special security features

SECRET

7 OCT 1966

MEMORANDUM FOR: Deputy Director for Support

ATTENTION

25X1

SUBJECT : Travel, Entertainment, and Related
Expenses of DDCI's

1. This is in response to your telephone query with respect to how the travel, entertainment, and related expenses of DDCI's have been handled.

2. Deputy Directors of Central Intelligence have generally traveled in accordance with Agency Regulations [redacted] Generally they travel on an actual expense basis but occasionally on a per diem basis. Wives have occasionally accompanied their husbands but not at Government expense. Deputy Directors frequently include the costs of representation or operational entertainment expenses incurred during the trip in their travel vouchers.

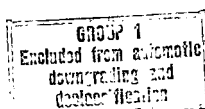
25X1

3. It is customary to prepare blanket travel orders for Deputy Directors upon assumption of duties. Such orders authorize blanket travel to any and all points inside and outside the Continental United States, extra fare modes, excess baggage, special representation, per diem or actual expense bases for such activities as necessary to fulfill his responsibilities as Deputy Director.

4. Above normal lodgings costs are not uncommon due to necessity for using hotel suites for conferences, meeting places, etc. Where excess cost for lodgings are incurred because the DDCI is accompanied by his wife, this cost is borne by the DDCI.

5. Deputy Directors in the past have submitted vouchers for reimbursement to cover a variety of costs for operational and representational entertainment and occasionally draw advances and submit accountings or claims for other operational expenses. Such claims are customarily itemized in general conformance with Agency

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regulations. Although it is not uncommon for the DDCI to state that the name(s) of payees or other details are being held in his files because of security sensitivity.

6. It is not in order for subordinate officers to approve claims of the Director and Deputy Director. Generally the words "not applicable" are inserted in the approval block of the voucher in lieu of an approval signature.

7. Costs of items that have been specifically defined by statute or GAO Decisions as "personal" are not included in claims for actual expenses. Such items include "personal" toll telephone calls and telegrams; costs of calling cards are specifically identified as being personal in the Standardized Regulations Government Civilians Foreign Areas, (44 USC III); flowers or other remembrances given as tokens of personal appreciation; printing of Christmas Cards or other types of greeting cards (Comptroller General Decisions B115132, B122515, B133951, and B142538); membership fees or dues in any society, club, or association unless directly related to the mission of the Agency (5 USC 83).

8. Generally it is recognized that United States Government officials should not expect the Government to bear the expense of their entertaining each other. However, when such entertainment is justified by extraordinary circumstances necessary for the fulfillment of the Agency mission, the Agency has borne the costs (See paragraph 86a). The Executive Director has tried to establish guidelines and give advice and assistance to Agency senior officials on this somewhat sensitive subject. DDCI's have generally used restraint and discretion in connection with this type of expense.

25X1

9. Since DDCI's are Presidential appointees, they do not earn or accrue annual or sick leave; and no deduction of pay or leave charge is made for any absences from duty.



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Deputy Director of Finance

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MEMORANDUM FOR: Deputy Director for Support

ATTENTION :

[REDACTED]

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Deputy Director of Finance

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EYES ONLY

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[redacted] drove for Deputy Directors from 1959 to 1965. During the period that Admiral Raborn was Director, [redacted] served as the second chauffeur to him.

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[redacted] has driven for Directors of CIA since 1961. Prior to that he was chauffeur for Deputy Director for Support for years.

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ADMINISTRATIVE -- INTERNAL USE ONLY

2 Days - mail

Chatham House
@ 14 1/2 miles off London
@ 11 - back on London
@ 35 - back - return London
@ 35 -

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HEADQUARTERS BUILDING TOUR FOR DDCI

<u>AREA</u>	<u>LOCATION</u>
Operations Center	7F-33
Main Entrance Corridor and Scale Model of Building and Area	
Night Security	1E-26
Auditorium (pointing out Visitors' Parking Lot)	1st Floor - end "F" corridor (Tunnel)
Main Reception Room and Private Reception Room	1D-90
Office of Medical Services	1D-40
Cable Secretariat	1A-53
Signal Center	1B-27
South Cafeteria	1st Floor "C" corridor
Barber Shop	GD-69
Exercise Room	BF-36

ADMINISTRATIVE -- INTERNAL USE ONLY